



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 3.2.3	Subject: <b>FIRE AND LIFE SAFETY</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 8, plus 2 attachments
Section 2: Safety and Emergency Procedures	Revision Date: March 8, 1999
Signature: /s/ by Rick Day, Director 3/8/99	Effective Date: April 1, 1997

### I. POLICY:

It is the policy of the Department of Corrections to provide a safe environment for all staff and offenders in all of its programs and facilities. The Department will comply with all applicable standards for sanitation, health, and life safety, as well as devote special attention to prevention in the areas of fire and safety. The Department recognizes the need for a fire response plan for all facilities that ensures to the highest degree possible that staff and inmates can safely respond in the event of a fire in any part of a facility/ program.

### II. AUTHORITY:

DOC 3.2.1 Emergency Preparedness Procedures

### III. DEFINITIONS:

**Safety Officer** means a formally trained facility or program staff person identified by the Superintendent/Warden or Program Administrator who, as a part of his/her job description, is responsible to oversee all safety-related activity in the assigned facility/program.

### IV. PROCEDURES:

#### A. **Program Implementation**

1. The Administrators of all facilities/programs will maintain an ongoing critical life safety program. Each facility/program, either operated by the Department or by an independent contractor shall require that a Safety Officer be identified. In the case of a Department

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operation, the Safety Officer's responsibilities shall be incorporated into the position description for that position. Each contract developed for contract programs associated with the Department shall include a section pertaining to life safety which shall address all areas covered in this policy. Facility/program Safety Officers shall pay special attention to addressing the following areas:

- a) an adequate fire protection and life safety prevention program;
  - b) a comprehensive training program that covers all relevant safety and sanitation practices;
  - c) a systematic schedule of inspections and audits;
  - d) proper placement and maintenance of adequate fire protection equipment; and
  - e) a working relationship with local fire safety agencies.
2. The Safety Officer will be responsible for completing, scheduling, and arranging for all inspections, tests, and other reviews of fire and life safety programs. The Safety Officer shall also maintain a record-keeping system that documents proof of compliance with all applicable standards as well as making sure deficiency correction reports are directed to the proper authorities.
3. The Safety Officer shall be responsible for ensuring that a prevention program is in place. The officer shall encourage, through training and other awareness techniques, that all employees assigned to the program/facility are constantly on the alert for fire hazards including but not limited to:
- a) altered electrical outlets;
  - b) other electrical problems;
  - c) monitoring of all fire/safety equipment;
  - d) expended fire extinguishers;
  - e) improper trash storage;
  - f) good housekeeping;

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- g) proper storage of combustible materials;
  - h) other standards to augment fire and life safety.
4. The facility Safety Officer will ensure the adequacy of the fire response plan, and has authority and responsibility for plan preparation, annual review, and updating as needed throughout the year. This plan must be coordinated with the Department Emergency Preparedness Procedures, DOC policy 3.2.1, and the program/facility Emergency Preparedness Plan. Provisions for follow-up and supplemental training in fire procedures will be made by the Safety Officer in coordination with the local fire department. Local fire departments may be requested to provide staff with training in fire and life safety issues.

## **B. Life Safety Programs**

### **1. Construction and Renovation**

Any construction or renovation occurring within the Department shall adhere to all applicable life safety requirements. The Department of Administration, Architecture and Engineering Division, shall be consulted regarding fire/safety issues prior to the initiation of any major construction projects.

The Safety Officer will review any post-occupancy construction or renovation plans with life safety implications that may arise during the use and occupancy of the facility.

### **2. Alarms**

Fire alarms will be transmitted by activation of a unique, easily activated telephone signal or other technology. The system will be certified by an independent qualified inspector.

### **3. Investigations**

Investigations are necessary in the aftermath of any fire or other life safety-related incident. The Safety Officer will investigate all reported fires in the facility with the

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cooperation of the facility/program administrator. Any fire requiring outside investigation shall be reported to the State Fire Marshall pursuant to an agreement between the facility and local authorities. A report will be prepared of all investigations and forwarded to the facility/program administrator, the Department Director and the State Fire Marshall.

#### **4. Other Compliance Issues**

The Safety Officer will ensure compliance with other life safety requirements regarding the renovation and maintenance of potentially hazardous areas, storage and use of hazardous materials, equipment installation and use, and other safety-related issues.

#### **5. Training**

All personnel will be provided training in the execution of written fire and evacuation plans during the orientation training period. Fire prevention and control training will be incorporated in the employee's basic training program and monitored by the Department Training Unit. At a minimum, the following course content will be addressed:

- a) control and use of hazardous materials
- b) smoke inhalation
- c) evacuation
- d) CPR
- e) emergency first aid
- f) life safety prevention
- g) equipment use.

#### **6. Life Safety Program**

A life safety program will be in place that includes the development, implementation, and training of staff in the following areas:

- a) aspiration of vomit by intoxicated individuals

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- b) response to assaults
- c) use of first aid equipment and supplies
- d) heart attacks
- e) detection of intent to commit, or actual response to suicide attempts
- f) use and access to resuscitation training and equipment, and provision of CPR training
- g) control and use of hazardous materials.

### **C. Safety Program**

#### **1. Fire Prevention Program**

A fire prevention program will be in place that includes development, implementation, and training of staff in the following areas;

- a) relevant procedures for the prompt detection, reporting, suppression, and extinguishing of fires;
- b) notification of and access to identified emergency exits must be free of obstructions by fire department and other emergency personnel, familiarization tours and inspections of the facility by those personnel;
- c) using other emergency equipment, such as self-contained breathing apparatus
- d) list of workplace hazards
- e) housekeeping procedures for controlling accumulations of flammable/combustible materials
- f) handling and storage of hazardous materials
- g) ignition sources e.g. welding equipment, and control procedures for ignition sources

#### **2. Fire Preparation Program**

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All staff shall be trained in fire preparation procedures which must include a system that ensures that facility/program is in compliance with all applicable fire codes and standards.

These include, but are not limited to:

- a) visible and proper placement of exit signs;
- b) posted evacuation routes that include, primary evacuation routes identified as a red solid line with arrows indicating direction of travel, secondary evacuation routes identified as a dotted blue line with arrows indicating the direction of travel, and the exact location of fire extinguisher, and other fire related apparatus in the area
- c) access to identified emergency exits must be free of obstructions;
- d) proper location and condition of fire extinguishers, Self Contained Breathing Apparatus (SCBA ), and other fire fighting equipment.
- e) facilities individual unit fire evacuation plans shall follow a standardized format, and at a minimum address the areas outlined on [attachment #1](#), in order and in detail.
- f) at a minimum each facility shall conduct quarterly fire drills in each of its housing units and program areas. These drills shall involve the movement of both staff and offenders, and shall be conducted on all shifts.
- g) locked housing units are exempt from the requirement of moving offenders during the drills, but staff must do a walk-thru of the fire evacuation using both primary and secondary routes, along with using keys to manual operate doors
- h) the facility Safety Officer is responsible for tracking drills in all areas. Drills should be monitored by no less than one staff member. A standardized fire drill report (see [attachment # 2](#) ) must be forwarded to the safety officer at the conclusion of the drill.

### **3. Identification of Fire Hazards**

All staff shall be trained in identifying the three classes of fires. Training shall be provided to clarify the manner in which certain combustibles must be handled.

Separation of combustibles shall be in the three major classifications:

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- a) Class A - ordinary combustible materials such as wood, cloth, and paper, where the quenching and cooling effect of quantities of water or a solution containing large percentages of water are of first importance which requires the use of extinguishers of water, anti-freeze solution, loaded steam, and foam.
- b) Class B - flammable liquids such as gasoline, fuel oil, alcohol, or grease, where a blanket effect is essential in smothering the fire requiring extinguishers of foam, loaded steam, carbon dioxide, and dry chemical types.
- c) Class C - electrical equipment, where the use of an electrically nonconductive extinguishing agent is of primary importance requiring carbon dioxide, dry chemical type extinguishers.

#### 4. **Equipment Issues**

Emergency response equipment in the facility varies from fixed items like emergency generators to portable items like extinguishers, smoke ejection units, and breathing apparatus. The Safety Officer will ensure that all such items are properly stored, tested and maintained periodically, and that a record of those tests is on file.

Only authorized fire extinguishers will be used, and they will be clearly marked as to type and category of fires they are made to control. The proper type of extinguisher for each of the three fire classification is as follows:

Class A fires: extinguishers of the water, anti-freeze solution, loaded steam, and foam type.

Class B fires: extinguishers of the foam, loaded steam, carbon dioxide, and dry chemical type.

Class C fires: carbon dioxide, and dry chemical extinguishers.

At regular intervals ( approximately once a year ), or whenever the need is specifically indicated by inspection, all extinguishers will be thoroughly examined. All extinguishers

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will have a durable tag securely attached, showing last inspection, maintenance, or recharge date, and signature or initials of the person who performed the service.

## **5. Material Specifications**

Specifications for the selection and purchase of furnishings will indicate the minimum acceptable requirements for fire and safety performances of materials.

### **D. Fire Response Plan**

Each facility/program shall have in place a fire response plan that outlines the overall facility response in the event of a fire in any part of the facility/program

1. This plan will be consistent with the emergency preparedness system, and kept in the emergency manual # 1, and at a minimum contain the following:

Immediate notification procedures to the control center or identified program staff of the fire that has not activated an automatic alarm, and proper response and operation of all alarm systems.

Notification procedures for Command Personnel, Fire Departments, and local Ambulance or EMT services.

2. Evacuation procedures for both on-site and off-site evacuation, with both primary and secondary routes identified;

Procedures for employee's who remain to operate critical security operations, before evacuation i.e., control centers.

Emergency key and egress responsibilities will be identified.

Staff, visitor, and offender counts during and after the evacuation process.

3. Escort and security procedures for fire response personnel into the facility.

Procedures for terminating utilities, and closing all windows and doors.



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Procedures to minimize the opportunity for offender escape.

Procedures for medical and rescue activities.

Procedures to protect the fire scene until an investigation can be conducted

#### **V. CLOSING:**

Questions concerning this policy shall be directed to the program/facility Safety Officer and/or Emergency Coordinator.